



EXPERIENCE GUIDELINES

INTRODUCTION:

1. The practical Interior Design work experience required of all applicants shall be completed under the guidance of an individual holding a valid Certificate of Registration or an individual approved by the Board. Practical experience is considered full-time Interior Design work of not less than 35 hours per week for a minimum of two years. The combination of educational attainment and minimum full-time practical work experience shall not be less than a total of six (6) years as follows:

<u>Education Attainment</u>	<u>Experience Requirement</u>	<u>Min. Hours</u> ¹
Four- or Five-year Degree	Two full-time Years	3,500
Three-year Degree	Three full-time Years	5,250
Two-year Degree	Four full-time Years	7,000

2. The six (6) year combination of education and experience need not be consecutive years, rather a total of six (6) years. The education and experience acceptable to the Board includes a degree in Interior Design from a Foundation for Interior Design Education Research (FIDER) accredited program and work experience through NCIDQ's Interior Design Experience Program (IDEP) under supervision of a professional holding a valid Certificate of Registration.

REQUIREMENTS:

1. Applicants shall document their practical full-time interior design experience under the guidance of a person holding a valid Certificate of Registration, or any individual approved by the Board. Employment under the monitoring of a mentor (i.e., an interior design practitioner who is NCIDQ certified, a licensed architect, an interior designer recognized by a state regulatory agency, or as recognized by the Board) in lieu of a direct supervisor/employer holding a valid Certificate of Registration, shall also complete the *Experience Assessment by Mentor Form*. Both of the above forms are available from the Board. Work experience is subject to final approval by the Board.
2. The applicant shall be responsible for providing the appropriate documentation and shall have the sole responsibility to provide sufficient evidence of experience(s) incorporating the categories that are satisfactory to the Board. Members of the Board shall be prohibited in providing advice or assistance of any kind to applicants

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With exception of those claiming self-employment work experience. See Other Work Experiences.

during this process. Documentation may include, but shall not be limited to: (a) drawings; (b) sketches; (c) specifications; (d) business papers; (e) conference or meeting registrations; (f) employer, trade, or client contracts or testimonials; (g) photographs, portfolio, or presentation boards; and (h) any other pertinent evidence. Participants are responsible for maintaining a continuous record of work experience and supplemental education activities, i.e., a journal, log, etc. It is the applicant's duty to determine what is appropriate and the Board may request additional proof of compliance with work experience requirements.

3. Applicants claiming experience, in full or in part after August 1, 2001, shall demonstrate they have not practiced interior design as defined in Act 2001-660, § 3 (4) nor have referred to themselves as an interior designer. Under no circumstances shall an individual's application be considered if a current or unresolved violation is pending.

MONITORED EXPERIENCE:

1. The Board shall accept work experience from individuals who complete the Interior Design Experience Program (IDEP), administered by NCIDQ and supervised or monitored² by an individual holding a valid Certificate of Registration or an individual approved by the Board. Current IDEP requirements are available from the National Council for Interior Design Qualification, 1200 18th Street, NW, Suite 1001, Washington, DC 20036-2506, (202) 721-0220, fax (202) 721-0221, ncidq@ncidq.org, www.ncidq.org. IDEP utilizes a participating firm and supervisor who facilitate the work experience as well as a mentor not employed by the firm who acts as an advisor. For purposes of establishing monitored work experience acceptable to the Board, the employer-supervisor or mentor in an IDEP placement shall comply with requirements of the Administrative Code 485-X-5-.06 and as stated above. Upon completion of the required hours, submittal of a final log, and payment of remaining fees, NCIDQ validates the documentation providing participants with a Certificate indicating successful completion of the IDEP program. This Certificate of completion is acknowledged by the Board to satisfactorily comply with the work experience requirements.
2. Participation in IDEP is voluntary and participants must find their own jobs. The IDEP program assures consistent and thorough work experience, is backed by nationwide research and is based on a FIDER education. It assures that applicants start at a similar level when embarking on a monitored experience. Typically, entry-level designers participate in the program for a minimum of 3,520 experience hours (35 hours per week for two years) or as outlined above, dependent on an applicant's educational degree. The component of monitored work experience is one of the three levels of minimum competency (i.e., education, experience, examination) that ensures the public is selecting a professional interior designer.

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Supervision is performed by a professional holding a valid Certificate of Registration who is the direct *employer* or *supervisor* of the applicant; Monitoring is performed by a professional holding a valid Certificate of Registration who is a *mentor* of the applicant with monthly contact.

ESTABLISHING EXPERIENCE EQUIVALENCY:

1. Non-IDEP Work Experience

1.1. *Work experience with registered supervision:* Applicants for a Certificate of Registration who have not participated in NCIDQ's Interior Design Experience Program (IDEP) shall provide the Board with a record of supervised full-time practical work experience for the required number of hours (see above). An applicant's practical work experience shall be under the guidance of a person holding a valid Certificate of Registration, an individual approved by the Board, or under the supervision of a full-time interior design practitioner who is either NCIDQ certified, a licensed architect, an interior designer recognized by a state regulatory agency, or as recognized by the Board.

2. Other Work Experiences

2.1. *Work experience without registered supervision:* Those individuals who accrued their work experience without direct supervision of a professional holding a valid Certificate of Registration shall have their employer verify their work experience by completing an *Experience Verification by Employer Form*. Applicants shall furnish to the Board all applicable documentation to substantiate their employment (see Requirements above). In addition, individuals shall engage a registered professional to act as a mentor in monitoring their work experience based on IDEP's categories (see Documentation for Experience below and *Experience Assessment by Mentor Form*). The mentor (i.e., professional holding a valid Certificate of Registration), shall have regular monthly contact with the applicant so as to establish familiarity with work experiences and to monitor an individuals progression. An applicant shall accumulate a minimum of 50 hours of contact with their mentor over a two-year period of experience (i.e., approximately 2 hours per month). Those applicants needing three years of monitored experience shall amass a minimum of 75 hours of mentor contact over the period and those requiring four years of practical experience shall have a minimum of 100 hours of contact with their mentor during the work cycle. In addition, these applicants shall complete the *Experience Assessment by Mentor Form*.

2.2. *Work experience through self-employment:* Individuals who are currently self-employed shall demonstrate a record of continuous full-time work of professional caliber. In addition to self-employment, these applicants shall have a minimum of two (2) years of full-time work experience under the supervision or monitoring of a professional (i.e., supervisor or mentor) holding a valid Certificate of Registration or individual approved by the Board. Work experiences shall be based on IDEP's categories (see Documentation for Experience below and *Experience Assessment by Mentor Form*). Monthly contact with the mentor shall be for no less than 50 hours over the two years, 75 hours over three years, or 100 hours over four years. Applicants shall have past and/or present employers complete the *Experience Verification by Employer Form* and shall have the mentor complete the *Experience Assessment by Mentor Form* (if applicable).

3. Architectural Work Experience

- 3.1. Applicants with architectural work experience rather than the required interior design practical experience shall comply with the National Council for Architectural Review.
- 3.2. Board's (NCARB) Intern Development Program (IDP). Individuals shall complete the IDP and earn its requisite 700 Training Units. Each Training Unit equals eight (8) hours of acceptable activity in an acceptable work setting. The 700 Training Units equates to 5,600 hours or 39 hours per week over three (3) years. Current NCARB Intern Development Program information are available from the National Council for Architectural Review Board, 1801 K Street, NW, Suite 1100-K, Washington, DC 20006, (202) 783-6500, www.ncarb.org or the American Institute of Architects (AIA) state and local chapters: Alabama Council/AIA, 1521 Mulberry Street, Montgomery, Alabama 36106, (334) 264-3037, fax (334) 263-6377, aiaalabama@mindspring.co; AIA Birmingham, 107 21st Street South, Birmingham, Alabama 35233, (205) 322-4386, fax (205) 322-4347, aiabirm@aiabham.org.

4. Documentation for Experience

- 4.1. Individuals who have not participated in NCIDQ's Interior Design Experience Program (IDEP) or NCARB's Intern Development Program (IDP) shall have work experience conforming to the categories outlined by NCIDQ or NCARB. The documented work (e.g., journal, log, etc.) shall include specific training from the following: (a) programming; (b) conceptual/schematic design; (c) design development; (d) construction documents; (e) project administration; (f) post occupancy evaluation; (g) business practices; and (h) optionally any other additional experience. These experiences may be achieved through working directly in the area, by observing others who are engaged in such work, or by attendance at meetings, lectures, and seminars. The specific nature of categories and the depth within each should be congruent with an individual's actual work experience (see *Experience Content Checklist*).

PROCESS:

1. Participants of the Interior Design Experience Program (IDEP) shall submit a copy of their Certificate of completion along with their *Application for Interior Designer Registration*. When a mentor is utilized in lieu of an employer supervisor, applicants shall submit the *Experience Assessment by Mentor Form*.
2. Architect applicants shall comply with the NCARB requirements in their Intern Development Program (IDP) and submit a copy of their Council Record along with their *Application for Interior Designer Registration*.
3. All other applicants shall request the following forms: (a) *Experience Verification by Employer Form*; (b) *Experience Assessment by Mentor Form*; (c) *Experience Content Checklist*; and (d) *Experience Documentation Checklist*. These forms are available from the Board for a fee (see Fee Schedule). Applicants shall complete the *Employment Documentation Form* and each supervisor shall complete the *Employment Verification Form*. Completed forms and all-inclusive documentation

must be submitted as outlined above along with the *Application for Interior Designer Registration*.

4. Individuals with other work experience (e.g., self-employment, non-supervised employment) shall in addition to all pertinent documentation, submit such supplemental evidence as to establish an equivalency.